

**Draft Indicative Terms of Reference (ToR) for Financial Management Experts (FMEs) (Individual Consultant) to be placed with District Level Coordination Committee (DLCC) in the office of DC, Kokrajhar under the World Bank financed Assam Agribusiness and Rural Transformation Project (APART)**

**(A) BACKGROUND AND OBJECTIVES OF THE PROJECT**

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for implementation of the 'Assam Agribusiness and Rural Transformation Project (APART)'. The ARIAS Society is the apex coordinating & monitoring agency for APART. More details about the project may be seen in the website of the ARIAS Society viz. [www.arias.in](http://www.arias.in). The Project interventions are spread across 17 (undivided as on 1<sup>st</sup> April 2016) districts of Assam<sup>1</sup>. Eight line Departments of the Govt of Assam and National Dairy Development Board (NDDB) are involved in the Project. For smooth functioning of the Project, Core Project Implementation Units (CPIUs) have been notified at Administrative Department level and Operational Project Implementation Units (OPIUs) have been notified at Directorate/ Commissionerate/ Agency level. District Level Coordination Committees (DLCCs), headed by the Deputy Commissioners have been notified at the District level for monitoring of the Project activities. To support the DLCC, a Project Management Unit (PMU) is being set up at the office of the Deputy Commissioner, Kokrajhar. ARIAS Society now seeks to hire the services of **two Financial Management Experts (FMEs)** to support the DLCC, Kokrajhar and to be positioned in the PMU, office of the DC, Kokrajhar.
2. The development objective of APART is *"add value and improve resilience of selected agricultural value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam"*.
3. There are four components of APART. **The first component-A is Enabling Agri Enterprise Development**, with sub components being (i) enhancing state capacity to attract private investments, (ii) Setting up an Agribusiness Enterprise Development and Promotion Facility (EDPF) (iii) Agribusiness Investment Fund (AIF) support (iv) establishing stewardship council. **The second component-B is Facilitating Agro Cluster Development** with subcomponents being (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain support. **The third component-C is Fostering Market Led Production and Resilience Enhancement** with sub components being (i) promoting climate resilient technologies and their adoption (ii) facilitating market linkages through market intelligence and product aggregation (iii) facilitating access to and responsible use of financial services. **The fourth component-D is project Management, Monitoring and Learning.**
4. **The Project will achieve the PDO by:** (i) promoting investments in agri-enterprises, reducing the business and transaction costs, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, push for process, regulatory and/or policy change; (ii) supporting the development of a modern agri supply chain; improved information communication technologies

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<sup>1</sup> Nagaon, Sonitpur, Barpeta, Karbi Anglong, Kamrup, Dhubri, Golaghat, Kokrajhar, Lakhimpur, Darrang, Cachar, Sivasagar, Jorhat, Goalpara, Morigaon and Nalbari

(ICT) based farm information and intelligence services, and alternative marketing channels; and (iii) improving producers' access to knowledge, technologies and infrastructure so that they are better able to respond to market opportunities and climate variability.

**(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE**

5. The **Financial Management Experts (FMEs)** will report to the DC, Kokrajhar and provide assistance in finance related aspects to the DLCC as well as the District team of APART i.e. District ATMA office, District Fisheries Development Office, District Veterinary Office etc. The key job responsibilities include but not limited to the following:
  - a) To work closely with the District Accounts Manager (DAM) & the Finance team at the Project Coordination Unit (PCU) of ARIAS Society and ensure that finance related information and documents are submitted to the PCU by the District offices in a timely and proper manner.
  - b) To ensure that guidelines of beneficiary contribution are explained to the beneficiaries in their own language by the Project staff and it is properly understood by the beneficiaries. Further ensuring that beneficiaries contribution for such activities is remitted/ deposited timely along with proper documentation. Also, to make sure that the information and documents related to beneficiary contribution is submitted to the Project headquarters in a proper and timely manner.
  - c) To ensure that the payments to various vendors/ suppliers are made within the stipulated timelines by the District offices after the supply, installation, commissioning etc is completed.
  - d) To work in coordination with the Farmer Producer Companies (FPCs) and Industry Associations (IAs) formed/ strengthened under APART. Facilitating bank loans (term loan/working capital loan) for setting up & operationalization of Common Services Centres (CSCs) with FPCs and Common Facility Centres (CFCs) with Industry Associations (IAs). Encouraging FPCs and IAs to timely repayment of loans.
  - e) To contribute to the DLCC meetings particularly on finance related aspects.
  - f) Follow up with Project Coordination Unit (PCU) for timely release of funds for various activities at District level. Towards this, ensuring that fund release proposals are submitted timely by the District to PCU, as required. Also making sure that the Interim Unaudited Financial Reports (IUFs), Statement of Expenditure (SoE), Utilization Certificates (UCs) etc are submitted timely by the Districts to the PCU, ARIAS Society.
  - g) Documentation of success stories, innovative business models in the domain of financial management, emerging out at District level and disseminating at various forums like APART Newsletters, magazines, social media, print & other electronic media.
  - h) Any other related task assigned by the Reporting Officer.

**(C) MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE, AGE ETC.**

6. **Educational Qualification:** Master degree/ Post Graduate Diploma (minimum two years duration) in Finance/Finance & Accounts/ Commerce/ or a closely related field.
7. **Working Experience:** At least **seven (7)** years of experience in financial management in any public/ private sector organization.

**Note:** In case, sufficient candidates with 7 (Seven) years of experience in the fields cited above is not available, the interview panel may allow candidates having at least 5 (five) years of experience to appear before the Interview Panel. However, in case found suitable, they will be selected at a lesser remuneration.

8. **Computer skills:** Proficiency in Microsoft Office software including in MS Word, MS Excel, MS Power Point and Internet, email etc.
9. **Language:** High level of proficiency in English. Working knowledge of Assamese/ Bodo/ Hindi is desirable

10. **Age:** The candidate shall not be of more than **45** years of age as on **1<sup>st</sup> July'2021**. *However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed;*

**(D) DURATION OF THE CONTRACT, NOTICE PERIOD ETC**

11. The contract period with **FME** is intended for entire duration of the APART i.e. upto 2024 and co-terminus with the project period of APART. However, continuity of the **FME** beyond 11 months from the date of signing agreement will depend upon his/her performance and the Project requirements. The decision of SPD will be final & binding in this regard.
12. The contract with **FME** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the ARIAS Society/ Govt. of Assam/ Govt. of India/ World Bank. The assignment is purely contractual in nature and will not, under any circumstance, be extended beyond the closing date of APART. The ARIAS Society or the Government of Assam or the Government of India or the World Bank will not undertake any responsibility for subsequent deployment of the consultant.
13. The **FME** shall not assign or sub-contract, in whole or in part, his obligations to perform under this Contract, except with the reporting officer's prior written consent. The **FME** will have to serve the Project on full time basis and provide services from the PMU, office of the DC, Kokrajhar. The resignation/termination shall be as per HR Policy of the ARIAS Society.

**(E) REMUNERATION, PAYMENT TERMS & LEAVE**

14. Depending on the qualifications, experience, competency and also the remuneration/ CTC of the last assignment, the consolidated fixed annual Cost to Project (CTP) of the **FME** will be determined and mutually agreed with the successful candidates, which would be in the range between Rs.11.40 lakh to Rs.19.80 lakh per year. The agreed annual CTP shall be inclusive of remuneration, performance-linked-incentive, communication allowance, health/ service related allowance, all taxes, cost of accommodation and food at Kokrajhar, conveyance to attend the office, etc.

*However, if sufficient candidates with 7 (seven) years of experience is not available, the interview panel may allow candidates having at least 5 (five) years of experience to appear before the Interview Panel and in case found suitable, the candidate(s) will be selected at a mutually agreed lesser CTP.*

15. The remuneration part of the CTP including communication and medical allowance will be given in equal monthly installments and the Performance-Linked-Incentive (PLI) will be given on quarterly basis, based on the performance and achievement against the mutually agreed deliverables by the **FME**. Taxes as applicable shall be dealt with as per applicable laws. The remuneration may be enhanced on an Annual Basis, based on the HR Policy of the ARIAS Society.
16. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Kokrajhar will be reimbursed as per the HR Policy of ARIAS Society and as provided in the contract agreement. For travel outside the State, the Travelling, Boarding & Lodging expenses will be reimbursed as per the HR Policy of the ARIAS Society and as provided in the contract agreement.
17. The provisions of leave shall be as per HR Policy of ARIAS Society.

**(F) REPORTING AND PERFORMANCE REVIEW**

18. The **FME** will report to the DC, Kokrajhar. The quality of service and performance of the **FME** will be reviewed on a quarterly basis and the annual performance review will be done as per the HR Policy of the ARIAS Society and a report on the same will be submitted by DC to Principal Secretary, BTC.

**(G) FACILITIES/ DOCUMENTS TO BE PROVIDED**

21. Access to all the required documents, correspondence, and any other information associated with the project, as deemed necessary.
22. Will be provided with one office desk in the PMU, Office of the DC, Kokrajhar along with computer, printer, computer/office consumables, and internet access.

**Notes:**

- 1. This is a draft ToR and the Project reserves the right to modify the ToR, including increasing or reducing the number of positions or scrapping all the positions any time before the recruitment process is completed.***
- 2. ARIAS Society is an equal opportunity employer and strongly encourages women candidates to apply.***

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